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TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 15 Mar 22 Personnel Committee Meeting
Authorize Advertisement for Assistant County Engineer

Date: 07 Mar 22

Summary

Request authorization to advertise for an Assistant County Engineer as part of the process of Succession Planning in Public Works.

Background

Public Works Staff presented an agenda item *'Approve and Implement Succession Planning for the Replacement of the County Engineer/Public Works Director Upon his Retirement'* at the 17 Aug 21 County Board meeting. The County Board approved the concept of Succession Planning, but there was a concern of the cost of this process.

Public Works Staff then presented an agenda item *'Cost of Succession Planning'* at the 07 Sep 21 County Board meeting. Staff submitted cost information, and the Board approved an additional FTE for an additional Licensed Engineer until the current County Engineer/Public Works Director retires.

Human Resources has been advertising for a Licensed Project Engineer (or an unlicensed engineer who is on the verge of being licensed) since the position was authorized, but these advertisements have failed to attract a suitable candidate.

On 01 Feb 22, The County Administrator then presented a report titled *'County Engineer/Public Works Director'* and the County Board authorized hiring Jess Greenwood as the next County Engineer.

Now that it has been determined that Jess Greenwood will be the next County Engineer, there needs to be a renewed emphasis on hiring his Assistant County Engineer.

Potential candidates that work in, or work with, County Highway Departments know the Assistant County Engineer's basic duties and work environment. Potential candidates may be interested in the

"To effectively promote the safety, health, and well-being of our residents"

Assistant Engineer position, but may not be interested in a Project Engineer position because those duties are generally less varied and are a specific subset of the duties of the Assistant Engineer.

Options:

- Continue to advertise for a Project Engineer and hope to find a suitable candidate who will then turn out to be a suitable candidate to become the Assistant County Engineer/ Public Works Deputy Director when Mr. Greenwood is appointed as the County Engineer/Public Works Director. Potential candidates who are interested in working as an Assistant County Engineer may assume that this Project Engineer position will spend the majority of, or all of their time, purely designing projects or conversely stuck out in the field on construction projects, or perform other lesser duties than that of an Assistant County Engineer. Our advertisement for the Project Engineer mentions *'there are exciting advancement opportunities, as part of the Public Works department's succession planning, in which the Project Engineer could be promoted to Assistant County Engineer/Deputy Director of Public Works'*, but there is no guarantee that this person would ever become the Assistant County Engineer.

- Advertise specifically for an Assistant County Engineer/Public Works Deputy Director. In the world of 'County Engineering' there is an understanding of the duties and work environment of the Assistant County Engineer. Engineers working for other Counties, or for firms who work with Counties, may be interested in coming to Goodhue County specifically as an Assistant County Engineer, but not as a Project Engineer.

Recommendation:

It is recommended that Human Resources pull the posting for the Project Engineer position and post an advertisement for an Assistant County Engineer/Public Works Deputy Director.

	2022 Budgeted Grade 86, Step 6	Assistant County Engineer Grade 88, Step 2
Hourly Rate	\$41.94	\$42.26
Annual Salary	\$87,235.20	\$87,900.80
PERA	\$6,542.64	\$6,592.56
Social Security	\$5,408.58	\$5,449.85
Medicare	\$1,264.91	\$1,274.56
Life Insurance	\$62.40	\$62.40
Subtotal	\$100,513.73	\$101,280.17
Family Medical Insurance & HSA	\$19,600.24	\$19,600.24
TOTAL Wages & Benefits	\$120,113.97	\$120,880.41